



## Veteran's Preference Information

### **Veterans Claiming' 10 point Veterans' Preference:**

If you are claiming 10-point preference you must submit the following legible documents:

1. Copy of your DD-214, which includes character of service or Statement of Service/Proof of Service, which includes service dates, nature of separation and character of service, and
2. VA letter indicating your total percentage of disability, and
3. Standard Form 15 (SF-15), and
4. Applicable supporting documents as noted on the SF-15 form.

### **Applicants' Claiming 10 point Veterans' Preference:**

If you are claiming veteran's preference as a widow, spouse, or mother of a veteran must submit the following legible documents:

1. Standard Form 15 (SF-15), and
2. Applicable supporting documents as noted on the SF-15 form.

### **Veterans' Claiming 5 point Veterans' Preference:**

If you are claiming 5-point preference you must submit the following legible documents:

1. Copy of your DD-214, which includes character of service or a Statement of Service/Proof of Service, which includes service dates, nature of separation and character of service.

The member 4 copy of your DD-214, "Certificate of Release or Discharge from Active Duty," is preferable.

If you have a service-connected disability, your last official statement (must be dated 1991 or later) from the Department of Veterans Affairs (DVA) or from the branch of the Armed Forces. Applicants may contact the nearest DVA to obtain an updated letter at:

[http://www2.va.gov/directory/guide/vetcenter\\_flsh.asp](http://www2.va.gov/directory/guide/vetcenter_flsh.asp).

To obtain a copy of SF-15, an Application for 10-Point Veteran Preference go to

[http://www.opm.gov/forms/pdf\\_fill/SF15.pdf](http://www.opm.gov/forms/pdf_fill/SF15.pdf).

To obtain a copy of your DD-214 from the National Archives go to

<http://www.archives.gov/veterans/military-service-records/>.

**\*\*NOTE: You will not receive veteran's preference for this announcement if you fail to provide any of the documents mentioned above. \*\***

To learn more about veterans' preference, special veteran appointing authorities, and other veteran related topics, please visit <http://www.fedshirevets.gov>.